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**FEDERAL DETENTION CENTER**

**FDC HOUSTON**

**ADMISSION AND ORIENTATION HANDBOOK**

**January 1, 2009**

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The information contained in this handbook is current as of the date of publication. It contains summaries of Bureau of Prisons Program Statements and FDC Houston Institution Supplements and these are subject to change. To the extent any conflict exists, national policy and local supplements control over these summaries.

The purpose of this handbook is to provide incoming inmates with general information regarding the Bureau of Prisons, institution programs, and the rules and regulations inmates will encounter during confinement. The intention of this handbook is to help new inmates understand their responsibilities when they enter prison and assist them in their adjustment to institution life.

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Joe D. Driver, Warden

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## **Introduction:**

The mission of FDC Houston is to house adult pretrial detainees (male and female) and holdover inmates as well as a male work cadre.

Under the Warden, FDC Houston is divided into two principle divisions. Programs are under the supervision of the Associate Warden (Programs), and Operations are under the Associate Warden (Operations).

## **Correctional Services:**

### **Inmate Accountability:**

It is the policy of the Bureau of Prisons to maintain strict inmate accountability at all times. Due to the structural design of this facility, all inmate movement is conducted by an elevator. You will be escorted by staff, and must face the back of the elevator until the Officer authorizes you to move. It is your responsibility to review call-out sheets for changes and appointments. The call-out system is the official means of establishing appointments for inmates with a specific staff member or department. The call-out sheet will be posted on the unit bulletin board each evening for the following day. Inmates found to be in unauthorized areas will be subject to disciplinary action.

### **Counts:**

During the course of the day, Monday through Friday, there are five official counts, as follows: 12:01 a.m., 3:00 a.m., 5:00 a.m., 4:00 p.m., and 10:10 p.m. In addition, a 10:00 a.m. count is conducted on weekends and Federal holidays. The 4:00 p.m. and 10:00 a.m. counts are standing counts.

It is your responsibility to be ready for the count procedure. The Unit Officer will announce when it is time to return to your cell for count (approximately 10-15 minutes prior to count time), you are expected to STOP what you are doing and go to your assigned cell or area immediately. When the Officer announces "count time," you will

- 1) Remain silent during the count. There will be no movement, talking, radio or game playing;
- 2) Remain in your cell or area until the Officer has announced that the count is clear;
- 3) The 4:00 p.m. Count is a Stand-Up Count, you must stand on the floor, standing on beds, chairs, etc., is not permitted;
- 4) The 10:00 a.m. Count on weekends and holidays is a Stand-Up Count.

The count is very important to the security of the institution. Should you delay or disrupt the count in any way, you will be subject to disciplinary action. Staff have been instructed to only count a live breathing body. Therefore, to avoid disruptions to your sleep, ensure that you are exposed in a way that permits this count verification.

### **Searches:**

Searches can take place on your person or in your living area, and may be done by any staff member at any time. Regular searches are intended to enhance the security and safety of inmates and staff.

The body search may consist of a fully-dressed "pat" search or a visual strip search. You should prepare for the "PAT" search by removing all objects from your pockets. During the "Visual Strip Search", you will be required to remove all items of clothing. You can expect the right to privacy during a visual strip search.

Searches are also conducted of your living area. You can expect to have your area inspected and searched regularly. You should expect that your property will not be abused or damaged. You will be held responsible for all contents of your room and locker. If any unauthorized items or "contraband" are found during any of the searches, it will be confiscated and you will be subject to disciplinary action.

### **Housing Unit Etiquette:**

All inmates will have their shirts tucked in and must be fully dressed from the morning meal through the completion of the evening meal. Additionally, inmates must be fully clothed when moving to and from the shower area. During meals, the recreation area and all television rooms will be secured. Inmates are expected to eat their meals in the common area. No food items served at meals will be taken back to your cell. Food and drinks are not allowed the television rooms. Inmate are not allowed in cells in which they are not assigned. Additional Rules and Regulations are posted on the housing unit bulletin boards.

**Court Call:**

Court call normally begins at approximately 6:00 a.m., Monday through Friday. It is important that you are ready when the staff escort arrives at your housing unit. If you are not ready, you risk missing your court date.

The only items permitted for court line are legal paperwork and eyeglasses, etc. Inmates will be outfitted in olive green institution issued court clothing. Should special clothing for court proceedings be required, prior arrangements must be made through the U.S. Marshal Service. If special clothing arrangements have been approved, the clothing will be stored in the U.S. Marshal office in the Federal Courthouse.

**Visiting:**

Visitation for pretrial and holdover inmates is normally limited to immediate family. Immediate family includes mother, father, step-parents, foster parents, brothers, sisters, spouse, and children. In addition to immediate family members as listed above, work cadre inmates and designated short-term female inmates may have other relatives or friends added to their approved Visiting List. A maximum of ten (10) visitors, in addition to immediate family members, may be on the Visiting List for a work cadre or designated short-term female inmate.

For an inmate who does not have a legal spouse, but there is an individual with whom the inmate was co-habiting, and there is evidence that the relationship was similar to that of a spousal one, that individual may be approved for visiting. The preexisting relationship, however, must be demonstrated through documentation which may include names on a lease, birth certificate of child(ren), or a common address on a driver's license.

All inmates must submit a list of requested visitors to their Unit Team for approval. All visitors must be approved, in advance, before they may enter the institution. Any visitor with a criminal record requires the Associate Warden's approval. A signature of a parent or guardian will be necessary to process the visitation request of individuals under eighteen (18) years of age. Visitors under the age of sixteen (16) must be accompanied by a parent or legal guardian.

Inmates will ordinarily be allowed a visit within the three (3) hour session. These sessions will be rotated for distribution of visiting days and hours between the inmate housing units. Each inmate is responsible for properly notifying their visitors of the visiting sessions designated for their housing unit. Inmates will be permitted to visit with a maximum of four (4) visitors at one time, and visitors will not be allowed to exchange places with each other. The rotating social visiting sessions are as follows:

Sun.	8:00 a.m. - 11:00 a.m.*	12:00 p.m. - 3:00 p.m.	
Mon.	8:00 a.m. - 11:00 a.m.	12:00 p.m. - 3:00 p.m.	5:00p.m. - 8:00 p.m.
Tues.	No Social Visiting		
Wed.	No Social Visiting		
Thurs.	8:00 a.m. - 11:00 a.m.	12:00 p.m. - 3:00 p.m.	5:00p.m. - 8:00 p.m.
Fri.	8:00 a.m. - 11:00 a.m.	12:00 p.m. - 3:00 p.m.	
Sat.	8:00 a.m. - 11:00 a.m.*	12:00 p.m. - 3:00 p.m.	
Holidays	8:00 a.m. - 11:00 a.m.*	12:00 p.m. - 3:00 p.m.	

\* Weekend and holiday visiting for work cadre and female inmates is one continuous 8:00 a.m. - 3:00 p.m. visiting session. Inmates who are experiencing a family emergency and would like a visit outside the scope of the visiting schedule must notify their Unit Team immediately.

Work cadre and designated short-term female inmates will not be allowed to visit during their scheduled working hours, regardless of the visiting session dedicated to their unit. Work cadre and designated short-term female inmates, however, will normally be permitted to visit during the Saturday, Sunday, and federal holiday visiting sessions regardless of their work schedule. Legal visitation is scheduled seven (7) days a week: Monday through Thursday, 8:00 a.m. - 8:00 p.m.; Friday through Sunday and Federal holidays, 8:00 a.m. - 3:00 p.m.

**Travel Information:**

The Federal Detention Center can be accessed via the Houston Metropolitan Transit Authority (METRO). The institution is located at the intersection of Texas Avenue and San Jacinto Street. The institution is located at 1200 Texas Ave., Houston, Texas 77002, (713) 221-5400. From Interstate 10 Westbound, take exit 769B. Follow exit around and under I-10. Continue straight until the eighth traffic light. At that traffic light, turn left onto Texas Street. The institution is the light stone-colored building located on the second block on the right.

From Interstate 10 Eastbound, take exit 769A and merge onto Smith Street, in the same direction as the sign that reads Downtown Destinations. At Texas Avenue, turn right.

**Taxicabs:** Below is a listing of several taxicab companies serving the Houston area:

Airport Taxi Service	(281) 444-8294
Fiesta Cab	(713) 225-2666
Yellow Cab	(713) 236-1111
United Cab	(713) 699-0000

**Airlines:** Houston has two commercial airports. Bush Intercontinental is located in the northern portion of Houston, while Houston Hobby is located in the southern portion of the city. Most major airlines provide service to one or both of these airports.

#### **Visiting Etiquette:**

Visitors are required to dress appropriately. Adult visitors will not be allowed to wear revealing shorts, sun dresses, halter tops, bathing suits, see-through garments of any type, crop tops, low-cut blouses or dresses, leotards, spandex, miniskirts, backless tops, hats or caps, any sleeveless garment, any skirt approximately two (2) inches or more above the knee (while sitting), any dress or skirt with a high cut split in the back or front or side, sweat suits, uniforms of any kind, open-toed shoes, or any clothing similar to inmate clothing such as khaki-colored, orange or green military type clothing.

Inmate shall advise their visitors must present photo identification prior to all visits. Additionally, they are not allowed to take any personal items into the Visiting Room except:

- . Identification;
- . Infant care consisting of one pacifier, two diapers, five diaper wipes, one clear see-through baby bottle with contents, and one infant size blanket; and
- . Necessary medication such as asthma inhalers or nitroglycerin tablets. All medication shall be left with the Visiting Room Officer.

A limited number of lockers are available for visitors utilizing public transportation who have items not allowed in the Visiting Room. These lockers are provided for the convenience of such visitors on a first-come, first-serve basis. FDC Houston is not responsible for any lost or damaged items while stored. All items must be retrieved upon completion of the visitor's visit.

Inmates are only allowed to wear institution issued clothing and shoes in the Visiting Room. Underclothing is required. All clothing must be clean and neat in appearance. Inmates may enter the Visiting Room with one plain wedding band, one approved religious medallion, and one pair of prescription eyeglasses. Medication necessary for the preservation of the inmate's life will be allowed into the Visiting Room and will be maintained by the Visiting Room Officer. No other items will be allowed in the Visiting Room. Receipt of any item from a visitor will result in an incident report.

The only physical contact permitted during visitation will be a kiss upon entering and/or leaving the Visiting Room. Inmates are permitted to hold small children under the age of 5. Additionally, visitors are expected to closely supervise their children. Failure to comply with visiting regulations can be cause for loss or suspension of this privilege.

#### **Education:**

Education services focus on the self-study style of learning with student's progress monitored by education staff. General Equivalency Diploma (GED), English as a Second Language (ESL), and Adult Continuing Education programs are available. Cadre inmates who do not possess a high school diploma or GED will be required to attend the GED Program.

A General Education Development (GED) is required for all sentenced inmates designated to FDC Houston. In addition, new Federal guidelines mandate that inmates who fall under the Violent Crime Control and Law Enforcement Act of 1994 (VCCLEA) sentencing guidelines, and who lack a high school credential, participate in and make satisfactory progress towards obtaining a GED credential to vest earned Good Conduct Time. Inmates who fall under Prison Litigation Reform Act of 1995 (PLRA) guidelines, and who lack a high school credential, must participate in and make satisfactory progress toward obtaining a GED credential in order to be eligible to earn the maximum amount of Good Conduct Time.

Shirts must be tucked in and shoes need to be worn when participating in education and any other work or program opportunities. The GED test will be administered to those inmates who have scored well on the pre-GED test and have prepared satisfactorily for the exam. All inmates interested in education programs should submit an Inmate Request to Staff Member form to the Supervisor of Education.

English as a Second Language (ESL) is offered to inmates who have been sentenced and designated to FDC Houston. Sentenced non-English speaking inmates who have been designated to FDC Houston will participate in the ESL program. Once these inmates have become proficient in English communication, they will be referred for testing and enrollment in the GED program. A listing of scheduled courses and procedures can be found in the Education Services Handbook.

College courses are available to inmates on a correspondence basis. Catalogs with course offerings are available in the Education Department. Inmates shall pay all expenses for correspondence courses. Inmates wishing assistance or additional information on procedures for enrolling in a correspondence course should submit an Inmate Request to Staff Member form to the Supervisor of Education. All courses must be approved by the Education Department.

The Law Library is located on the second floor. Legal books and materials are not to be taken from this floor. Materials found in the Law Library are property of the Education Department and if such materials are damaged or destroyed while in use, you may be subject to disciplinary action. Inmates will be escorted to the Law Library according to time frames which have been assigned to each housing unit. Inmates should refer to the current Law Library schedule for assigned time frames and days. Additionally, a photocopy machine is available in the Law Library. Charges for photocopies will be deducted from a debit card which can be purchased through the Commissary. Typewriters are available, but are for legal work only. Inmates housed in the Special Houston Unit (SHU) will be permitted to use the satellite Law Library in the SHU.

Inmates should refer to the Education Services Handbook for additional information regarding Education and Recreation Services. A copy of the Education Services Handbook, English and Spanish, is maintained in the Law Library.

### **Recreation:**

The Recreation Department offers a wide range of physical and passive programs. The schedules are updated each month and are posted throughout each housing unit. A wellness/leisure library is also maintained in each unit Activity Room. Various books, magazines, and pamphlets are maintained for use by all inmates within the housing units. In addition to the unit libraries, a large selection of video tapes and reading materials are available for viewing in the institution Law Library. Access to the video library is coordinated with the Education Law Library schedule. Movies are available for viewing on Saturday at 7:00 a.m. and 7:00 p.m., and on Sunday at 7:00 p.m. Additional movies are shown on Federal holidays at 7:00 a.m. and 7:00 p.m. Typically, Spanish and English movies are shown on an alternating schedule.

### **Financial Management:**

#### **Clothing/Laundry:**

Once you are assigned to a unit, your clothing issue will be delivered by the Laundry Foreman. You will be responsible for keeping your clothing and linens until you are released or transferred to another institution. Clothing cannot be altered in any way. You will be held responsible when wearing any altered or damaged clothing. All replacement and reissued clothing, due to wear or improper fit, will be exchanged on your unit's laundry day. Clothing will be exchanged on a one-for-one basis only. All clothing will be sent to and from the Laundry in a secured laundry bag.

Any exchange of clothing can be done by sending a clothing request, via institution mail, to the Laundry Foreman for the exchange. Refer to the laundry schedule that is posted on the unit bulletin board for your assigned laundry day.

#### **Commissary:**

The institution operates a Commissary which provides numerous items for purchase. A list with the price of each item can be obtained from the Unit Officer. You must have funds in your account to receive goods from the Commissary. The monthly spending limit is \$150.00 per month for pretrial, holdover, and detainees, and \$215.00 for cadre inmates. Stamps, phone credits and over-the-counter medications are exempt from the spending limit.

All Commissary lists must be placed in the Commissary box by 6:30 a.m. on the day prior to your scheduled delivery of Commissary. You will be permitted to purchase items from the Commissary one day per week. If the Commissary Officer does not receive your list, you will not be allowed to shop that day. Purchased commissary items will be delivered to you in your housing unit.

When the commissary goods have been delivered, and you believe you have been incorrectly charged, or if you

have received the wrong product, you must notify the Commissary Officer prior to signing and returning your receipt to him/her. If you miss your assigned commissary day because you were in court, at your assigned work detail, or on official call-out, Commissary Staff will make at least two attempts to deliver your items.

### **Deposits to Accounts:**

Funds shall be sent to the following address:

Federal Bureau of Prisons  
(Insert EXACT COMMITTED name)  
(Insert Register Number)  
Post Office Box 474701  
Des Moines, Iowa 50947-0001

Senders must use the inmate's committed name, as it appears on the inmate's B.O.P ID card. Register numbers must be printed on all money orders; U.S. Treasury, state and local government checks; any foreign negotiable instruments payable in U.S. currency; and envelopes. Cash, personal checks, letters and pictures will not be accepted at the National LockBox. If there are problems sending/receiving funds, the help line is 202-307-2712.

Family and friends may also send money via Western Union Quick Collect. Additional information regarding this procedure is located on bulletin boards in the housing units.

### **Telephones:**

New commits may submit a list of up to 30 requested telephone numbers to a Unit Team member. Your list will be reviewed, and if approved, loaded into the system within five working days of your submission of the completed form. In addition, you will be assigned a nine digit Phone Access Code (PAC) number. This is your personal confidential code to access your approved phone numbers. You are allowed three changes to your telephone list each month.

You will have both collect or debit calling capabilities. All calls will be monitored and recorded, and your use of the telephone is considered as your implied consent to have your phone conversation recorded. Telephone privileges may be revoked or suspended if you are found to have abused these privileges. If you require an unmonitored phone call to an attorney, contact your Unit Team. You may not place calls to telephone numbers for which expenses cannot be directly and immediately deducted. Accordingly, collect international phone calls may not be made. You are not permitted to make three-way or third-party calls, calls that are forwarded to other phone numbers, calls to voice messaging, conference calls, use another inmate's PAC number or phone list, or in any way attempt to circumvent approved person to person calls. All social calls are limited to 15 minutes in duration. After you have completed a call you will not be able to make another call for one hour. Phones are available for use daily from 6:00 a.m., through 7:30 a.m., 9:30 a.m. through 3:30 p.m., and 6:00 p.m. through 9:30 p.m.

Inmates are limited to 300 minutes per calendar month for monitored telephone calls. This limitation applies to all inmates with an account in Bureau of Prisons' institutions, and may be used for any combination of collect or direct-dial calls at the inmate's discretion.

### **Food Service:**

Food Service provides three nutritionally balanced meals daily. Food is delivered to each housing unit three times a day from the main kitchen. Breakfast meals are served at 6:00 a.m. (7:00 a.m. weekends and holidays), lunch 11:00 a.m., and dinner after completion of the 4:00 p.m. count. Weekly menus are posted on the unit bulletin board; however, due to availability and pricing, menu items are subject to change without prior notice. All hot and cold food trays must be returned to the food carts after each meal. Food is not to be taken from your tray and stored in individual containers. No food is to be taken back to your cell.

Inmates wishing to be placed on a religious diet should contact the Chaplain for authorization. To receive a no flesh/heart healthy or no pork tray; a meal selection form must be filled out and sent to the Food Service Department. You may request this form from your Counselor. Forms received in Food Service by Friday of each week will result in placement on these trays starting Sunday. Removal from a no flesh/heart healthy or no pork tray follow the same procedure. If a special diet is medically indicated, the Health Services Department will make the appropriate referral and advise Food Service of any special medical diet needs.

### **Inmate Systems Management:**

The Inmate Systems Management (ISM) department is responsible for carrying out all duties related to the Mail



Room, Records Office, Receiving and Discharge (R&D), and movement of inmates. Open House for inmates with ISM staff is held twice a week in each unit during the noon meal. The staff consists of the CMC/ISM Supervisor, 2 Inmate Systems Supervisory Specialists (ISS), 1 Legal Instrument Examiner (Records Office), and 7 Inmate Systems Officers (Mail Room, R&D, Movement).

### **Correspondence:**

Inmates are encouraged to maintain relationships with family members, friends, and other community members through correspondence. No outgoing mail may be sealed by the inmate and will be read and inspected by staff, this includes outgoing Special Mail.

Your mailing address is:

Committed Name & Register Number Federal Detention Center  
P.O. Box 526255  
Houston, TX 77052-6255

All correspondence must have your committed name and register number on it. Incoming mail should identify your housing unit assignment.

Inmates are not permitted to initiate specialized mail services, i.e., overnight delivery services, express mail, etc., but may receive correspondence by such means. Questions concerning certified mail and insured mail should be directed to your Unit Team.

Incoming general correspondence will be opened by the Mail Room Officer(s) and inspected for contraband. Authorized mail includes letters, magazines, and paperback books. **Newspapers and books must come directly from the publisher or bookstore.** Unauthorized mail includes stamps, musical greeting cards, magazines which are sexually explicit or feature nudity, Polaroid photos, nude photos, plant material, non-inspectible items, etc., and money of any kind. All unauthorized mail will be returned to the sender along with a rejection form explaining why the mail was rejected. Inmates will also receive a copy of the rejection notice. Mail will normally be distributed after the 4:00 p.m. Count.

Correspondence with inmates in other penal institutions requires prior approval. You may request approval from your Unit Team. Approval is limited to immediate family members or persons with whom you are actively involved in an on-going legal case or appeal (e.g., co-defendants).

### **Special Mail:**

For incoming correspondence to be processed under special mail procedures, the sender must be **adequately identified** on the envelope and the front of the envelope must be marked "Special Mail - Open only in the presence of the inmate." To be adequately identified, a specific attorney by name and title must be indicated. Special Mail includes correspondence received from the following:

President and Vice President of the United States, Attorneys, Members of the U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons but including U.S. Attorneys), other Federal law enforcement officers, State Attorney Generals, Prosecuting Attorneys, Governors, U.S. Courts (including U.S. Probation Officers), and State Courts. Staff shall open incoming special mail only in the presence of the inmate to inspect for physical contraband, and the qualification of any enclosures as special mail. The correspondence may not be read or copied if the sender is adequately identified on the envelope, and the front of the envelope is marked "Special Mail-Open only in the presence of the inmate." In the absence of either adequate identification or the "special mail" marking on the envelope, staff may treat the mail as general correspondence and may open, inspect, and read the mail. It is your responsibility to inform your attorney of the procedure for handling "Special Mail". A copy of BP-493-(58), Special Mail notice may be obtained in the Law Library.

### **Incoming Packages**

All incoming inmate property packages must be authorized in advance, unless otherwise approved. An Authorization to Receive Packages or Property Form, BP-331(BP-S331), shall be used for this purpose. The only other packages that will normally be approved are release clothing and medical devices.

**Postage:**

Pretrial inmates, without funds, may be eligible to receive three (3) postage stamps per week. Inmates must turn in a sealed envelope addressed to their attorney in order to receive stamps. If you are a sentenced inmate or in holdover status without funds, you may be eligible to receive five postage stamps per month, for maintaining community ties. Stamps are obtained through the Unit staff. You will be able to purchase stamps from the Commissary on your purchase day. You may buy three (3) books of stamps at any one time and may have a maximum of three (3) books of stamps (or 60 stamps) in your possession at any one time.

**Mail Processing:**

You will be held responsible for the contents of any correspondence you place in the mailbox located in your housing unit. Incoming mail will be opened and inspected for contraband prior to delivery to the unit. You may subscribe to publications if they are sent directly from the publisher and pre-paid. Publications that could jeopardize the security and the orderly running on the institution are strictly prohibited, and will be returned to the publisher. You may not retain more than five (5) publications in your possession at any one time.

**Records Office:**

The CMC/ISM is responsible for commitment documentation, computation of sentence, determination of release dates, and method of release for inmates designated prior to January 30, 2006. The Designation Center, located in Grand Prairie, Texas, is responsible for completing sentence computations for all inmates designated after January 30, 2006.

**Receiving and Discharge (R&D):**

Upon commitment to the institution, an inmate ID card will be issued to each inmate. This card is to remain on the inmate at all times. It is the only proof of identification. The inmate ID card is also used for commissary purchases. Should an inmate card be lost or damaged, an Inmate Request to a Staff Member should be submitted to R&D for the replacement card.

Personal property should be marked with the inmates register number in order to reduce the chances of theft. Radios will be etched in Commissary at the time of purchase or R&D (for transfers) with the inmate's name and register number upon receipt for this purpose.

Civilian clothing of any type is not authorized at FDC Houston. All clothing will be neatly stored in the individual locker. Individual washcloths, towels, and bed linen are issued to inmates.

Legal materials are permitted for active/current legal cases only. The amount of storage space provided for legal materials will be stored in the space provided in the individual cells. If additional space is required arrangements must be approved by the Unit Manager. See Institution Supplement HOU 1315.06, Legal Activities, Inmates, for the proper procedures.

Letters, photographs, newspapers, magazines, books, etc. will be limited as to the quantity allowable.

Sports and musical instruments: There will be no musical instruments available at FDC Houston.

Radios and watches: An inmate may not own or possess more than one (1) approved radio and watch at anyone time. Proof of ownership, through appropriate property receipts, is required. Outgoing packages containing hobby-craft items, books, etc., will be taken to the ISM department, by the inmate's Counselor as indicated in Institution Supplement HOU 5580.06. The inmate is responsible for providing stamps for all outgoing packages.

**Medical and Dental Services:**

The Health Services Department at FDC Houston provides medical and dental services to the inmate population. A fee of \$2.00 for health care services, will be charged to your Inmate Commissary Account, per health care visit, when you receive health care services in connection with a health care visit that you requested. These requested appointments include Sick Call and after-hours requests to see a health care provider.

A copay fee will not be charged for: referrals made by Health Services staff, health care staff-approved follow-up treatment, preventive health care services, emergency services, prenatal care, diagnosis or treatment of chronic infectious diseases, mental health care or substance abuse treatment.

Routine medical and dental evaluations are conducted by a qualified health care practitioner Monday, Tuesday,

Thursday, and Friday, except on Federal holidays in the activities room of each housing unit. Sick call is conducted in the morning and will be announced upon the arrival of clinical staff. A Health Services clinical staff member will conduct daily rounds in the Special Housing Unit, after the 5:00 a.m count. During sick call, inmates will be seen by a practitioner and have the opportunity to voice his or her chief complaint. He or she will then be placed into one of the following categories:

Complex Visit - Exacerbation or deterioration of a disease process or an acute process that is likely to worsen before an Intermediate Visit can be scheduled. The patient will be given an appointment the date of sign-up.

Intermediate Visit - Chronic or acute disease process of a non-complex nature. The patient will be scheduled within five (5) days, date and time determined by the clinician, using his or her professional judgement.

Brief Visits - Minor acute or chronic processes that do not meet the criteria of a Complex or Intermediate Visit and can be scheduled within seven (7) days.

Over-the-counter Medication (OTC) - Inmates will be referred to the commissary for complaints of a cosmetic or general hygiene nature and to treat or alleviate common symptoms without the need for a medical examination, consistent with self-treatment practices in the community. A medical evaluation may be necessary by the clinician before referring an inmate to the commissary. Inmates will use their personal funds to purchase OTC medications from the commissary.

Newly incarcerated inmates are screened for contagious diseases, active substance abuse, chronic diseases or mental illness that requires prompt medical intervention. A complete physical examination (PE), including dental screening, laboratory tests, and immunizations, will be completed on all inmates.

Pill lines is offered three times a day at 6:30 a.m., 4:30 p.m., and 8:00 p.m. The insulin line is held in conjunction with the 6:30 a.m. and 4:30 p.m. pill lines. Inmates must be in their assigned unit to participate in pill line and/or insulin line.

## **Psychology Services:**

### **Counseling:**

Short term individual and group psychotherapy may be available depending on individual needs and staff availability. Individual therapy for crisis resolution is available to all inmates. Send a request to staff to sign up.

### **Groups:**

Group sessions are available in several areas. Group topics change periodically, if there is a particular area you are interested in, please send a request to Psychology and let us know.

### **Court Assessment/Psychological Testing:**

Psychological evaluations are sometimes requested by the court. These assessments will be done by outside sources appointed by the lawyers involved or by the judge.

### **Unit Team Consultations:**

Following individual intake interviews, Psychology staff provide information to Case Managers for program planning purposes. Psychology Services will notify your Unit Team of any program participation and your level of effort.

### **Crisis Intervention & Suicide Prevention:**

Inmates experiencing a mental health crisis will usually be seen immediately. If you or anyone you know is thinking about suicide or self-harm, let a staff member know. We are dedicated to the prevention of suicide!!

### **Sexual Assault Prevention:**

It is a goal of the Bureau of Prisons, and FDC Houston, that at no time will any person suffer from forceful or intimidating behavior, pressure, or threats, that force sexual activity.

### **Drug Programs:**

Drug and alcohol abuse treatment is offered in two separate programs (depending on need and interest)

**Drug Abuse Education Program** - The purpose of the drug abuse education course is to inform inmates of the consequences of drug/alcohol abuse and addiction and to motivate inmates in need to apply for further drug abuse treatment while incarcerated and upon release.

Required Participation - an inmate is required to participate in the drug abuse education course if he/she has been sentenced, or returned to custody as a violator, and it is determined by unit and/or drug abuse treatment staff there is evidence that alcohol or other drug use contributed to the commission of the instant offense; alcohol or other drug use was a reason for violation of supervised release, or BOP community status (CCC placement) for which the inmate is now incarcerated; or the inmate was recommended for drug programming during incarceration by the sentencing judge.

Voluntary Participation - Inmates who are not required to participate in the drug abuse education course may request to participate voluntarily in the drug abuse education course when participant space is available. Volunteers must have the approval of the drug abuse treatment coordinator.

**The Non Residential Program** - Non-residential drug abuse treatment consists of group counseling and self-help programming provided through the Psychology Services department. Non-residential drug abuse treatment services is available to **designated** inmates with substance abuse problems in all institutions. Send a request Psychology Services for more information.

#### **The Residential Drug Abuse Treatment Program:**

Residential drug abuse treatment is available at selected Bureau of Prisons institutions. It is not offered at FDC Houston. Eligibility interviews for the 500 hour Residential Drug Program will be conducted for inmates designated to FDC Houston only.

#### **Smoking Cessation:**

FDC Houston is a smoke free environment. Any inmate seeking help quitting smoking should submit a copout to Psychology Services.

#### **Religious Programs:**

FDC Houston enjoys and respects much religious diversity in our population. In addition to the Staff Chaplains and contract staff, a large number of volunteers facilitate religious programs. Religious services are provided on each unit. There is a schedule in each unit which indicates religious services, programs, and activities. All religious services/programs are open to all inmates, without regard to race, color, nationality, or creed. Ordinarily, when the nature of the service or practice (e.g. religious fasts, wearing of head-wear, work proscription, ceremonial meals) indicates a need for such a limitation, only those inmates whose religious preference is appropriate will be allowed to participate. If you feel that your faith group is not represented on the chapel schedule, you can write a cop-out (request to staff) or visit the Chaplains to discuss your needs. The chapel schedule is designed to meet the needs of the inmate population.

#### **Religious Accommodation and Limitations:**

- All teachings must be religious in nature
- No anti-government rhetoric
- No support for religious or political radicalization
- No support for violence
- No preaching or teaching in foreign languages (except sacred language studies)
- No profanity or cursing
- No discrimination based on race, gender, color, or national origin
- No disparaging of other religions, their sacred books, beliefs or practices
- No language or behavior that could reasonably be construed as a threat to the safety, security, or orderly running of the institution

All religious service providers, including staff, contractors, and volunteers will be held to the same standard operating procedures. Violation of these procedures may result in a temporary or permanent restriction of group activities in the chapel.

#### **Religious Diets:**

Certain religious traditions require dietary restrictions as part of their practice. In an effort to accommodate the variety of traditions, the Bureau of Prisons has instituted a menu of certified processed foods called the Religious

Diet. The Religious Diet Program is a religiously motivated diet program. It will not be approved for any inmate based on medical motivation or simple dietary preference. Inmates wishing to be placed on the Religious Diet Program will notify a Chaplain. Those inmates who can demonstrate their religious beliefs mandate dietary restrictions which cannot be met through selective use of mainline menus can apply for a Religious Diet. Inmates participating in the Religious Diet observed eating from the mainline will be removed for up to 30 days. In addition, those who purchase and/or consume non-certified foods from the Commissary may also be removed for up to 30 days.

#### **Religious Head Wear and Property:**

Inmates who are members of such religious groups are authorized to wear the religious headwear of their faith group of record. For some, the headwear may be restricted to be worn during appropriate religious services. For others, their headwear use may be unrestricted. Religious insignia, such as necklaces, medallions, medals, buttons and jewelry may not be worn with public display. It should be worn inside your shirt. Such items can be openly worn during appropriate religious services. Personal religious property may not be received from home. You may purchase personal religious property with the assistance of a Chaplain via a Special Purchase Order.

#### **Religious Leaders and Volunteer Visits:**

Religious leaders who have a ministerial relationship with an inmate may arrange for pastoral visits. Request for pastoral visits need to be made in writing by the religious leader on a letter-head from the organization within which the leader holds religious credentials. Visits are held in the inmate visiting room on Tuesdays and Wednesdays between 8:00 a.m. and 3:00 p.m. There should be a correlation between the religious leader's faith and the inmate's religious preference of record.

#### **Emergencies:**

Should there be an outside emergency, your family should contact the institution. It is important the caller provide information to verify the emergency, for example, the name of a funeral home, hospital, or police agency. Upon verification of the information, the Chaplain, if present, will inform you of the nature of the emergency and assist you in making an emergency phone call. The Chaplains are authorized to assist you with an emergency phone call during a personal emergency.

#### **Safety:**

It is your responsibility as an inmate worker to use the safety equipment issued to you. This safety equipment will protect you against physical injury and/or health hazards. Make sure that you properly wear all required personal protection equipment before you begin a work operation. Personal protection equipment includes goggles, safety shoes, aprons, arm guards, hard hats, and respirators (must be medically cleared), if applicable.

You must wear safety goggles when performing any grinding, chiseling, filing, or chipping.

You must wear hearing protection at all work stations designated as high noise level areas.

You must wear your issued steel-toed shoes on all work assignments.

You should report all safety hazards immediately to your work supervisor. Do not continue to work in any area, machinery, or equipment that is unsafe, or improperly guarded. If your work supervisor does not agree that an unsafe condition exists, you should report it to the institution's Safety Manager.

You will only perform work that is assigned to you. You are strictly forbidden to operate machines or equipment, or to perform any work operation, that has not been specifically assigned to you or on which you have not been trained to operate by your supervisor.

You are forbidden to operate equipment without using the safety guard(s) provided. You are forbidden to remove the safety guard(s).

Do not try to adjust, oil, clean, repair, or perform any maintenance on any machine while the machine is in motion. You must stop the machine first. You should use lock-out devices where possible.

You must not stand up in moving vehicles. You should sit on the seats provided, with seat belts fastened. Keep any chains across the back of the vehicle in place. You must not attempt to dismount from a moving vehicle until the vehicle is completely stopped.

It is your responsibility as an inmate worker to exercise care, cooperation, and common sense in conducting your

assigned work. Horseplay on the job will not be tolerated.

Use of a radio is not permitted while on your work assignment.

In the event of an accident or other type of injury, you must report it to a staff member immediately.

There will be specific instructions posted on the unit bulletin board regarding the safe procedure for accessing the upper bunk.

#### **Fire Safety:**

Emergency exit plans are posted in all living areas. If an emergency occurs, you are to follow staff instructions to ensure safety. Emergency drills are held in the units quarterly, and are intended to increase your awareness of emergency exiting procedures.

#### **On-The-Job Injuries:**

If you are injured while performing your assigned duty, you must immediately report this injury to your Work Supervisor. You may be disqualified from eligibility for lost time wages or compensation if you fail to report a work injury to your Supervisor within forty-eight (48) hours of the injury.

If you are injured while performing your assigned duty, and are still impaired at the time of your release, you must contact the Safety Manager not less than thirty (30) days before your release or transfer to a RRC (Residential Reentry Center) in order to submit a claim for compensation. A medical evaluation must be included in your claim before any compensation can be considered.

#### **Unit Management:**

Each housing unit is assigned to a Unit Team directly responsible for those inmates living in that unit. Inmates are assigned to a specific Unit Team. Unit Team members are available to assist in many areas, including parole matters, release planning, personal and family problems, counseling, and assistance in setting and attaining goals while in prison.

#### **Unit Manager:**

The Unit Manager is responsible for the overall operation of the unit and maintains oversight of the Case Manager, Counselor and Unit Secretary. If you are unable to solve legitimate problems through line staff, you may seek assistance from the Unit Manager.

#### **Case Manager:**

The Case Manager has the responsibility of all casework services, and works as a liaison with inmates and staff to plan, monitor, and prepare the inmate for release. The duties of the Case Manager involve all phases of inmate institutional life, such as initial classification, completion of progress reports, release planning, and assisting the inmate in choosing educational, recreational, and counseling programs.

#### **Correctional Counselor:**

Correctional Counselors help solve the day-to-day problems of the inmates in the unit, including administrative complaints, visiting, mail, property, and work assignments. They also conduct sanitation inspections of cells and common areas in the unit.

#### **Unit Secretary:**

The Unit Secretary is responsible for all clerical functions and a significant portion of the administrative duties necessary for Unit operations.

#### **Unit Officer:**

The Unit Officer is responsible for security, sanitation and maintaining order in the Unit. The Unit Officer is also viewed as a member of the Unit Team.

**Education Representative:**

The Educational Representative has the responsibility of providing information to help the Unit Staff better determine the individual educational needs of the inmate. The educational representative reports to the Supervisor of Education.

**Inmate Request to a Staff Member:**

This form may be obtained from the Unit Officer or Counselor. Use this form to make requests for assistance and/or information. Be specific as to what you are requesting. Address these to your Unit Officer, your Unit staff (Counselor, Case Manager, or Unit Manager), or any other staff member who you believe is responsible for handling your specific problem.

**Administrative Remedy Program:**

If an inmate cannot resolve a problem informally by contact with staff members, or an Inmate Request to a Staff Member, a formal complaint can be filed (Administrative Remedy). You must attempt informal resolution, before you file an Administrative Remedy. However, informal resolution is not required for appeals of UDC or DHO hearings. Complaints regarding Tort Claims, Inmate Accident Compensation, Freedom of Information or Privacy Act Requests, and complaints on behalf of other inmates are not accepted under the Administrative Remedy Procedure.

The Administrative Remedy will not be accepted without the required informal resolution (BP 8) form. To file an Administrative Remedy, you must request a form BP-229(BP-9) from your Correctional Counselor and write the complaint in the space provided. The Request for Administrative Remedy should indicate what relief is requested. The completed BP-9 form should be returned to the Counselor.

**Sensitive Complaints:**

If an inmate believes their complaint is of a sensitive nature and that he/she would be adversely affected if the complaint became known at the institution, they may file the complaint directly to the Regional Director. The inmate must explain in writing the reason for not filing the complaint with the institution.

**Contact with the Warden:**

Ordinarily, most issues can and should be resolved with the individual staff member responsible for the program area in which you have a concern. Before you take an issue to the Warden you should attempt to resolve the problem within the chain of command.

**Classification Teams (Unit Teams):**

Inmates who have been initially designated or transferred from another BOP facility will receive an initial classification or Program Review within 28 days of arrival. Parole Violators, Mandatory Release Violators, and Supervised Release Violators will be classified within fourteen (14) days of arrival. Program reviews will be held every 90 to 180 days thereafter, depending on the amount of time an inmate has remaining to serve. Each inmate is required to attend Team Meetings when scheduled.

**Pretrial Inmates:**

Pretrial inmates are scheduled for an initial review by the Unit Team within 21 calendar days of the inmate's first arrival at FDC Houston, and subsequent reviews shall be conducted at least every ninety (90) days.

**Legal Assistance:**

If you are in need of legal assistance, the Federal Public Defenders may be able to help you. You may contact their office by using the Federal Public Defender telephone, located in each housing unit, to inquire whether they may be able to assist you.

**Financial Responsibility Program (FRP):**

During Initial Classification, designated inmates may be required to pay court ordered assessments, fines, restitution, and other financial obligations, such as child support during their confinement. A viable payment schedule will be developed by your Unit Team. Inmates who fail to adhere to the payment schedule or refuse to honor these obligations will be subject to certain programming and activity restrictions. Additionally, performance pay will be limited to maintenance pay (\$5.25 per month). More detailed information can be obtained from the Unit Team.

**Town Hall Meetings:**

Town Hall Meetings are held in each Unit on an as needed basis, but at least once a month.

**Hygiene:**

Inmates will maintain appropriate standards of grooming, bathing, and clothing. Articles necessary for maintaining personal hygiene including soap, a toothbrush, toothpaste, deodorant, a comb, and toilet paper are available from the Unit Officer. Additional items can be purchased from the Commissary. Products for female hygiene are available upon request.

Haircuts will be provided in your assigned unit in designated television rooms. Haircuts are not permitted within individual inmate cells. Designs, artistic depictions or cuts reflecting gang affiliation are not permitted. Any hair cut displaying unity or affiliation with a group or cause is unauthorized. Only designated inmate barbers will administer haircuts.

**Sanitation:**

You must keep your area clean and neat. All of your property must be stored in your locker. Nothing is to be tacked, stapled, or taped to the outside of your locker, wall or on your bed. Lockers must be neatly arranged and clean inside and out. You are required to have your bed made and assigned area ready for inspection by 7:30 a.m., Monday through Friday, and by 10:00 a.m. on weekends and holidays. Failure to pass inspections may result in disciplinary action. It is your responsibility to check your living area immediately after being assigned and report any damage to the Unit Officer or Counselor. You will be held responsible for any damage to, or any writing on, the walls or furniture.

**Work Assignments:**

After designated inmates complete the Admission and Orientation (A&O) Program, and have been medically cleared to work, they will be assigned to a work detail.

Pretrial and holdover inmates can be assigned to a work detail. However, work assignments are exclusively limited to the housing unit. See your Counselor if you are interested in obtaining a work assignment.

**Performance Pay:**

If you are placed on a paid work assignment, you will be awarded performance pay if you work in a satisfactory manner. You will be paid only for those hours during which your job performance is satisfactory.

Pay rates are as follows:

Grade 4 - \$.12/hour  
Grade 3 - \$.17/hour  
Grade 2 - \$.29/hour  
Grade 1 - \$.40/hour  
Maintenance Pay-\$5.25/month

**Freedom of Information Act:**



The Privacy Act of 1974 provides only for an individual's access to his own records. All formal requests for access to records about another person or any agency record other than those pertaining to oneself (including Program Statements and Operation Memoranda) shall be processed in accordance with the Freedom of Information Act, Title 5 USC 552.

#### **Privacy Act of 1974:**

The Privacy Act of 1974 prohibits the release of information from agency records without a written request by, or without prior written consent of, the individual to whom the record pertains, except in specific instances. Such specific instances are requested from employees of the Department of Justice, Law Enforcement Agencies, Freedom of Information Act Releases, Congress, Court Orders, etc.

#### **Inmate Access to Central Files:**

Inmates may request to review all disclosable portions of their Central File by submitting a request to their respective Unit Team. An inmate may request personal copies of Central File documents. Institution staff will arrange for copies of disclosable materials and summaries.

#### **Notary Public:**

Under the provisions of Title 18, USC, Section 4004, certain Unit Staff are authorized to issue oaths for certain documents. However, notarization is not always required if you include a statement to the effect that the papers which you are signing are true and correct under penalty of perjury in Federal courts and other Federal agencies, unless specifically directed to do otherwise.

#### **Inmate Discipline:**

The list of prohibited acts are at attachment C. "Prohibited Acts and Disciplinary Severity Scale". As an inmate, you are expected to comply with all orders from staff. You must comply with the order unless doing so would jeopardize your physical safety. There are four categories of prohibited acts: Greatest Severity, High Severity, Moderate Severity, and Low Severity. More specific information on these categories can be found in Program Statement 5270.07, Chapter 4. In the event you are charged with a violation of one of the prohibited acts, several things can occur. Inmates identified as PLRA or rated as violent under VCCLEA and alleged to have committed a Greatest or High category prohibited act will be referred to the Disciplinary Hearing Officer (DHO) for disposition and possible sanction. If the DHO finds that you committed a prohibited act, he/she will be required to disallow Good Conduct Time. In addition, a second moderate severity incident report during an anniversary period must be referred to the DHO for disposition.

Pretrial inmates who have been found to have committed prohibited acts by the UDC or DHO, the Unit Team will be required to send that information to the U.S. Attorney's Office, U.S. Probation Office, and the Courts to be included into your Presentence Report which can affect your sentencing and designation.

## FDC Houston Patient Health Care Rights and Responsibilities

### Rights

1. You have the right to health care services, based on the local procedures at FDC Houston. Health care services include medical sick call, dental sick call and all support services. **Sick call at FDC Houston is conducted Monday, Tuesday, Thursday, and Friday.**
2. You have the right to be offered a "Living Will", or to provide the Bureau of Prisons with "Advance Directives" that would provide the Bureau of Prisons with instructions **if you are admitted as an in-patient to a hospital in the local community or the Bureau of Prisons.**
3. You have the right to participate in health promotion and disease prevention programs including education on infectious diseases.
4. You have the right to know the name and professional status of your health care providers.
5. You have the right to be treated with respect, consideration and dignity.
6. You have the right to be provided with information regarding your diagnosis, treatment, and prognosis.
7. You have the right to privacy when being examined.
8. You have the right to obtain copies of certain releasable portions of your health record.
9. You have the right to address any concern regarding your health care to any member of the FDC staff including your physician, the Health Services Administrator, members of your Unit Team, and the Warden.
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendation of the prescribing health care provider.
11. You have the right to be provided healthy and nutritious food. You have the right to be instructed regarding a healthy choice when selecting your food.
12. You have the right to request a routine physical examination, as defined by Bureau policies if under the age of 50, once every two years; over the age of 50, once a year.
13. You have the right to dental care as defined in Bureau policy including preventive services, emergency care, and routine care.
14. You have the right to a safe, clean, and healthy environment including smoke free living areas.
15. You have the right to refuse medical treatment in accordance with Bureau policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you.
16. You have the right to complain of pain, have your pain assessed by medical staff, and have pain treated accordingly.

## **FDC Houston Patient Health Care Rights and Responsibilities (continued)**

### **Responsibilities**

1. You have the responsibility to comply with the health care policies of FDC Houston.
2. You have the responsibility to follow recommended treatment plans that have been established for you by the FDC Health Care Staff, to include use of medications, proper diet, and following all health related instructions with which you are provided.
3. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
4. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activities that could result in the spreading or contracting an infectious disease.
5. You have the responsibility to respect these providers as professionals and follow their instructions to maintain and improve your overall health.
6. You have the responsibility to treat staff respectfully.
7. You have the responsibility to keep this information confidential.
8. You have the responsibility to comply with security procedures.
9. You have the responsibility of being familiar with the current policy to obtain these records.
10. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, Open House, or the accepted Inmate Grievance Procedures.
11. You have the responsibility to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.
12. You have the responsibility to eat healthy and not abuse or waste food or drink.
13. You have the responsibility to notify medical staff that you wish to have an examination.
14. You have the responsibility to maintain your oral hygiene and health.
15. You have the responsibility to maintain cleanliness and sanitation in consideration of others.
16. You have the responsibility to be counseled regarding the possible ill effects that may occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

## **Inmate Rights and Responsibilities**

### **RIGHTS**

1. You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
3. You have the right to freedom of religious affiliation, and voluntary religious worship.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.
5. You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in keeping with Bureau rules and institution guidelines.
6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment.)
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.
8. You have the right to participate in use of the Law Library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.
9. You have the right to a wide range of reading materials for educational purposes and your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.

### **RESPONSIBILITIES**

1. You have the responsibility to treat others, both employees and inmates, in the same manner.
2. You have the responsibility to know and abide by them.
3. You have the responsibility to recognize and respect the rights of others in this regard.
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband and to seek medical and dental care as you may need it.
5. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.
6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the Court.
7. It is your responsibility to use the services of an attorney honestly and fairly.
8. It is your responsibility to use these resources in keeping with procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
9. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.

10. You have the right to participate in education, vocational training and employment as far as resources are available.

11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family.

10. You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.

11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

## Prohibited Acts and Disciplinary Severity Scale

### GREATEST CATEGORY (100 Level)

The UDC shall refer all Greatest Severity Prohibited Acts to the DHO with recommendations as to an appropriate disposition.

CODE	PROHIBITED ACT	SANCTION
100	Killing	A. Recommend parole date rescission or retardation
101	Assaulting any Person (including sexual assault) or an armed assault on the institution's perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by the inmate).	B. Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time sanction may not be suspended)
102	Escape from escort; escape from a secure institution (low, medium, high and administrative type institutions); or escape from a minimum security level institution <u>with</u> violence	B.1 Disallow ordinarily between 50% and 75% (27-41 Days) of good conduct time credit available for year (may not be suspended)
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm in furtherance prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329)	C. Disciplinary transfer (recommended) D. Disciplinary segregation (up to 60 days) E. Make monetary restitution
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition	F. Withhold statutory good time (can be in addition to A-E but not the only sanction executed)
105	Rioting	G. Loss of privileges (can be in addition to A-E but cannot be the only sanction executed)
106	Encouraging others to riot	
107	Taking hostage(s)	
108	Possession, manufacture, or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hack-saw blade)	
110	Refusing to provide a urine sample or to take part in other drug-abuse testing	
111	Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	

<b>CODE</b>	<b>PROHIBITED ACT</b>	<b>SANCTION</b>
112	Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	Sanctions A - G apply
113	Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
197	Use of the telephone to further criminal activity	
198	Interfering with a staff member in the performance of duties. <u>(Conduct must be of the Greatest Severity nature.)</u> This charge is to be used only when another charge of greatest severity is not applicable	
199	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Greatest Severity nature.) This charge is to be used only when another charge of greatest severity is not applicable	

## HIGH CATEGORY (200 Level)

CODE	PROHIBITED ACT	SANCTION
200	Escape from unescorted Community Programs and activities and Open Institutions (minimum) and from outside institutions <u>without</u> violence	A. Recommend parole date rescission or retardation
201	Fighting with another person	B. Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)
203	Threatening another with bodily harm or any other offense	B.1 Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time available for year (good conduct time sanction may not be suspended)
204	Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing	C. Disciplinary transfer (recommended) D. Disciplinary segregation (up to 30 days)
205	Engaging in sexual acts	E. Make monetary restitution
206	Making sexual proposals or threats to another	F. Withhold statutory good time
207	Wearing a disguise or a mask	
208	Possession of any unauthorized locking device, or lock pick or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure	G. Loss of privileges: commissary, movies, recreation, etc.
209	Adulteration of any food or drink	H. Change housing (quarters)
211	Possessing any officer's or staff clothing	I. Remove from program and/or group activity
212	Engaging in, or encouraging a group demonstration	J. Loss of job
213	Encouraging others to refuse to work, or to participate in a work stoppage	K. Impound inmate's personal property
215	Introduction of alcohol into BOP facility	L. Confiscate contraband
216	Giving or offering an official or staff member a bribe, or anything of value	M. Restrict to quarters
217	Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes	
218	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, or damaging life-safety devices (e.g., fire alarm) regardless of financial value	



CODE	PROHIBITED ACT	SANCTION
219	Stealing (theft; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored)	Sanctions A - M apply
220	Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercise or drill (except for drill authorized and conducted by staff)	
221	Being in an unauthorized area with a person of the opposite sex without staff permission	
222	Making, possessing, or using intoxicants	
223	Refusing to breathe into a Breathalyzer or take part in other testing for use of alcohol	
224	Assaulting any person (charged with this act only when a less serious physical injury or contact has been attempted or carried out by an inmate)	
297	Use of the telephone for abuses other than criminal activity (e.g. circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third-party calling; third-party billing; using credit card numbers to place telephone calls; conference calling; talking in code)	
298	Interfering with a staff member in the performance of duties. (Conduct must be of the <u>High Severity nature.</u> ) This charge is to be used only when another charge of high severity is not applicable	
299	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the <u>High Severity nature.</u> ) This charge is to be used only when another charge of high severity is not applicable	

## MODERATE CATEGORY (300 Level)

CODE	PROHIBITED ACT	SANCTION
300	Indecent exposure	A. Recommend parole date rescission or retardation
302	Misuse of authorized medication	B. Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less and/or terminate or disallow extra good time (an extra good conduct time sanction may not be suspended)
303	Possession of money or currency, unless specifically authorized, amount or in excess of the amount authorized	B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended)
304	Loaning of property or anything of value for profit or increased return	C. Disciplinary transfer (recommended)  D. Disciplinary segregation (up to 15 days)
305	Possession of anything not authorized for retention or receipt by the inmate and not issued to him through regular channels	E. Make monetary restitution
306	Refusing to work, or to accept a program assignment	F. Withhold statutory good time
307	Refusing to obey an order of any staff member (May be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed; e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered would be charged as Code 110)	G. Loss of privileges: commissary, movies, recreation, etc.  H. Change housing (quarters)  I. Remove from program and/or group activity
308	Violating a condition of a furlough	J. Loss of job
309	Violating a condition of a community program	K. Impound inmate's personal property
310	Unexcused absence from work or any assignment	L. Confiscate contraband
311	Failing to perform work as instructed by the supervisor	M. Restrict to quarters
312	Insolence towards a staff member	N. Extra duty
313	Lying or providing a false statement to a staff member	

<b>CODE</b>	<b>PROHIBITED ACT</b>	<b>SANCTION</b>
314	Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security, or official paper, (May be categorized in terms of greater severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102 or Code 200)	Sanctions A - N apply
315	Participating in an unauthorized meeting or gathering	
316	Being in an unauthorized area	
317	Failure to follow safety or sanitation regulations	
318	Using any equipment or machinery which is not specifically authorized	
319	Using any equipment or machinery contrary to instructions or posted safety standards	
320	Failing to stand count	
321	Interfering with the taking of count	
324	Gambling	
325	Preparing or conducting a gambling pool	
326	Possession of gambling paraphernalia	
327	Unauthorized contacts with the public	
328	Giving money or anything of value to, or accepting money or anything of value from: another inmate, or any other person without staff authorization	
329	Destroying, altering or damaging government property, or the property of another person, having a value of \$100.00 or less	
330	Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards	
331	Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (Tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety; Other non-hazardous contraband includes such items as food or cosmetics)	
332	Smoking where prohibited	
397	Use of telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list)	

<b>CODE</b>	<b>PROHIBITED ACT</b>	<b>SANCTION</b>
398	Interfering with a staff member in the performance of duties. (Conduct must be of the Moderate Severity nature.) This charge is to be used only when another charge of moderate severity is not applicable	Sanctions A - N apply
399	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>(Conduct must be of the Moderate Severity nature).</u> This charge is to be used only when another charge of moderate severity is not applicable	

## LOW MODERATE CATEGORY (400 Level)

CODE	PROHIBITED ACT	SANCTION
400	Possession of property belonging to another person	B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months; Disallow ordinarily up to 25% (1-14) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months (a good conduct time sanction may not be suspended)
401	Possessing unauthorized amount of otherwise authorized clothing	E. Make monetary restitution
402	Malingering, feigning illness	F. Withhold statutory good time
404	Using abusive or obscene language	G. Loss of privileges: commissary, movies, recreation, etc.
405	Tattooing or self-mutilation	H. Change housing (quarters)
407	Conduct with a visitor in violation of Bureau regulations	I. Remove from program and/or group activity
408	Conducting a business	J. Loss of job
409	Unauthorized physical contact (kissing embracing)	K. Impound inmate's personal property
410	Unauthorized use of mail	L. Confiscate contraband
497	Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15-minute time limit for telephone calls; using the telephone in an unauthorized area; placing of an unauthorized individual on the telephone list)	M. Restrict to quarters N. Extra duty O. Reprimand
498	Interfering with a staff member in the performance of duties. Conduct must be of the low moderate severity nature.	P. Warning
499	Conduct which disrupts or interferes with the security or orderly running of the institution of the Bureau of prisons. Conduct must be of the low moderate severity nature.	

**NOTE:** Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offenses itself.